

ADMINISTRATIVE RULES
CHAPTER 11: MEMORIAL HALL GOVERNING BOARDS

Table of Contents

Section:

11.1	Purpose	11.10	President of the Board
11.2	Establishment of Governing Boards	11.11	Secretary
11.3	Constitution of Boards	11.12	Records Public
11.4	Alternate Member for Supervisor	11.13	Removal of Trustees
11.5	Appointment of Trustees	11.14	Duties and Powers of Boards
11.6	Term of Office	11.15	Payment for Use of Memorial Halls
11.7	Compensation	11.16	Membership of Veterans Organizations
11.8	Meetings	11.17	Budget
11.9	Open Meetings	11.18	Annual Report by Trustees
		11.19	Organizational Relationships

Sec. 11.1 **PURPOSE.** The purpose of this Administrative Rule is to promulgate policies, rules and regulations for the organization, operation and management of the several Veterans Memorial Halls established and maintained by the Board of Supervisors.

Sec. 11.2 **ESTABLISHMENT OF GOVERNING BOARDS.** Each Veterans Memorial Hall established and maintained by the Board of Supervisors shall be governed by a Board of Trustees known as the "BOARD OF TRUSTEES OF THE ----- MEMORIAL HALL."

Sec. 11.3 **CONSTITUTION OF BOARDS.** The several boards of trustees shall be constituted as follows:

- A. **Permanent Trustee** the Supervisor in whose district the Memorial Hall is situated shall be a permanent trustee. Any Supervisor may, but is not required to, appoint an alternate to represent him or her on the board.

- B. **Voting Trustees:** For each Veterans Memorial Hall, one or more trustees with corresponding alternates shall be appointed from each veteran's organization.
- (1) If the number of veterans organizations is less than four (4), or if a veterans organization fails to recommend a trustee as hereinafter provided, the Board of Supervisors shall appoint as many additional trustees, who are members of veterans organizations, as may be necessary to constitute a board of five members, including a member of the Board of Supervisors.
- C. **Non-Voting Trustees:** The Supervisor of each district may appoint up to two non-voting trustees, with or without alternates, from veterans organization auxiliaries and/or the general public to each Board. These appointments do not require confirmation by the full Board of Supervisors.
- D. **Veterans' Organization Defined:** "Veterans' organization" means any duly recognized chartered organization composed solely of honorably discharged members of the United States uniformed military services.

Sec.11.4 **ALTERNATE MEMBER FOR SUPERVISOR.** Any Supervisor may, but is not required to, appoint as such Supervisor's alternate an active member of a veteran's organization.

Sec.11.5 **APPOINTMENT OF TRUSTEES.** Each year, on or before the third Monday in June, each veterans organization shall submit to the Supervisor elected from its respective district the names of the veterans organization appointee and alternate whom the organization recommends be appointed to the board of trustees of the Veterans Memorial Hall. Thereafter, a meeting of the Board of Supervisors in the succeeding July, or as soon thereafter as reasonable, the Supervisor of that district shall nominate to the full Board of Supervisors any such recommendation(s) the Supervisor supports or any other member(s) of the organization the Supervisor does support for nomination to the trustee board. This same procedure will be followed should a trustee or alternate position becomes vacant during the term of office.

Sec.11.6 **TERM OF OFFICE.** The term of a sitting member of the board of trustees, including all trustee or supervisor alternates, will end August 31 each year, unless the BOS has not appointed new trustees, in which case the incumbent Hall Board shall continue to act until the BOS appoints new trustees. Before discharging the duties of this office, each trustee and alternate shall take an oath of office, which shall be filed with the Placer County Clerk of the Board.

Sec.11.7 **COMPENSATION.** The office of the trustee is honorary, without salary or other compensation.

Sec.11.8 **MEETINGS.** Each Board of Memorial Hall Trustees shall establish an appropriate schedule of regular meeting dates. Special meetings may be called in accordance with Section 54956 et seq., of the Government Code, for the transaction of necessary business. A majority of the voting members constitutes a quorum for business, and an affirmative vote of a majority of all of the voting members is required to exercise the powers of the Board.

Sec.11.9 **OPEN MEETINGS.** All meetings of the board shall be open and public and shall be subject to the "Brown Act," Section 54950 et seq., of the Government Code.

Sec.11.10 **PRESIDENT OF THE BOARD.** Each board shall elect one of its members as president. The Board of Supervisors encourages the veterans' organizations to rotate this office among the various veterans' organizations making up each Board of Trustees.

Sec.11.11 **SECRETARY.** Each board shall select a secretary who shall keep a record and full minutes in writing of all proceedings of the board. Non-voting members of the Board may serve in this capacity. Minutes shall be submitted to the County two weeks prior to the next scheduled meeting, all other records shall be submitted to the County each year by August 31st.

Sec.11.12 **RECORDS PUBLIC.** All records of the board shall be open to inspection by the public.

Sec.11.13 **REMOVAL OF TRUSTEES.** Each veteran's organization may remove its representatives at any time. The Board of Supervisors may, in its sole discretion, remove any trustee at any time and may declare the office of trustee vacant. In accordance with Government Code section 1770, the office of trustee shall become vacant upon the occurrence of any of the events listed therein. Vacancies shall be filled within thirty (30) days after their occurrence in the manner provided by Section 11.5.

Sec.11.14 **DUTIES AND POWERS OF BOARDS.** Subject to final approval by the Board of Supervisors, each board of trustees shall make and enforce all rules, regulations and by-laws necessary for the administration, government, and protection of the Memorial Hall.

Such rules and regulations shall include, but are not limited to, provisions for:

- Management of the hall.
- Fee schedule for rental of the hall.
- Policies and procedures for rental of the hall, including clearance from local law enforcement agencies for all large gatherings.
- Periodic inspection of routine maintenance and janitorial services

Sec.11.15 **PAYMENT FOR USE OF MEMORIAL HALLS.**

A. Free use of the Halls shall be accorded to County Veterans groups.

B. Free use of the Halls shall be accorded to County departments for non-routine county business, nonprofit senior citizen or children activity groups such as 4H or scouts, and community service clubs as authorized by the Hall Board in accordance with scheduling and use submittal requirements.

C. Reduced rates up to, but not to exceed 50% of the designated rental fee may be granted by Hall Board action to other community based nonprofit groups from the community in which the Hall is located. In all other instances, full payment of the designated rental fee shall be required.

Sec.11.16 **MEMBERSHIP OF VETERANS ORGANIZATIONS.** Each board of trustees shall prepare and maintain a current record of all veterans' organizations that use the hall and desire to be represented on the board of trustees. Said record shall contain the following information; in addition, any other information deemed appropriate by the board of trustees:

- A. Name of organization.
- B. Legal form of the organization, i.e., corporation, unincorporated association, etc.
- C. Mailing address of organization.
- D. Total number of members of each organization.
- E. Name and address and phone number of the presiding and recording officers of the organization.

Sec.11.17 **BUDGET.** On or before the date specified for presentation of departmental budgets each year, the Facilities Department, in cooperation and coordination with each board of trustees, shall

prepare and submit a cumulative budget for all halls to the Board of Supervisors for the next succeeding fiscal year.

Sec.11.18 **ANNUAL REPORT BY TRUSTEES.** Each board of trustees, on or before the fifteenth day of July each year, shall make an annual report to the Board of Supervisors for the preceding fiscal year ending on the 30th day of June. The report shall give full statements of all property and money received, if any, whence derived, how used and expended, and such other information as might be of interest.

Sec.11.19 **ORGANIZATIONAL RELATIONSHIPS.** Each Memorial Hall Board may notify the hall custodian of maintenance items; however, board requests for major maintenance items and other capital improvements should be presented to the Building Maintenance Superintendent of Facility Services. If satisfaction is not achieved, the Memorial Hall Board should contact the Director of Facility Services, and if satisfaction is still not obtained, an appeal may be made to the Board of Supervisors.